

**Ward Creek Improvement & Service District**  
**Regular Meeting**  
**MINUTES**  
**Tuesday, April 15, 2025, 4:00 p.m.**  
**At the Office of Cathey Consulting, 400 South Gillette Ave., Suite 106, Gillette, Wyoming**  
*Revised 4/16/25*

BOARD MEMBERS PRESENT: Evalyn Kahila, Ely Prince  
 BOARD MEMBERS NOT PRESENT: Jim Fifield  
 OTHERS PRESENT: Helenanne Cathey

Ely Prince called the meeting to order at 4:00 p.m.

**I. Minutes Approval** – Ely Prince moved to approve the minutes from the March 18, 2025, regular meeting. Evalyn Kahila seconded. Motion carried unanimously.

**II. Treasurer’s Report Acceptance** –  
 There was discussion on the Powder River Energy bill, and a suggestion was made to contact Water Guy to see if they know why one of the bills (Account 2159626) has doubled since last year. Ely Prince moved to accept the Treasurer’s Report and pay the bills as presented and as listed below. Evalyn Kahila seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:		\$33,010.63
03/31/25 Interest	\$13.48	
04/09/25 Deposit – Monthly Billing	\$100.00	
Bank Balance Prior to bills:		\$33,124.11
Bills Paid:		
<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>
1085	Cathey Consulting	Inv. 8061 – Mar., 2025 admin/bks/postage
1086	Powder River Energy	Acct 2159626 3/1-4/1/25 \$107.87
		Acct 2159726 3/1-4/1/25 \$509.06
1087	Water Guy	Inv. 2025-304 – Mar. Water Oper./Bacteria
TOTAL		\$1,683.73
<b>Bank Balance End of Meeting:</b>		<b>\$31,440.38</b>
<b>Accounts Receivable Balance:</b>	\$16,700 (Assessments \$16,500 / Direct bill accounts: \$200)	

**III. Unfinished Business**

a. Service line inventory / Lead – There was some discussion. The Board doesn’t know who has and who hasn’t submitted a picture of their service line where it comes into the home.

b. Director election results from March 18, 2025:  
 Votes for one director to serve a 4-year term:  
 Jim Fifield – 14 votes  
 Votes for one director to serve the remaining 2 years of a 4-year term.  
 Ely Prince – 14 votes  
 The oath was completed as required by Jim Fifield and Ely Prince.

c. Budget for 7/1/25 – 6/30/26 – The budget was reviewed. The budget hearing and regular meeting where the budget will be adopted is Tuesday, July 15, 2025. Evalyn Kahila moved to approve the proposed budget. Ely Prince seconded. Motion carried unanimously. The proposed budget is attached to these minutes. The following legal ad will run in the Gillette News-Record on July 1, 2025:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING**  
**WARD CREEK IMPROVEMENT & SERVICE DISTRICT**

Ward Creek Improvement & Service District will hold a public hearing to review the 7/1/25 – 6/30/26 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4<sup>th</sup> Street across from Arrow Printing) on Tuesday, July 15, 2025, at 4:00 p.m. The proposed budget is summarized below and is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) with the April 15, 2025, meeting minutes:

Expenses: Administrative \$9,850 / Indirect \$750 / Operations & Misc. \$72,220 / Reserves or Capital/Emergency \$10,000  
Revenue / Rollover / Reserves: \$92,820  
Annual assessment is anticipated to stay at \$1,200 per lot plus \$600 for additional living units.

To contact the District or for special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

**IV. New Business**

- a. Jim Fifield worked on Doll House Street and Melvin last weekend – filling in holes and fixing the roads. There were parts that were really embedded. **A big thank you to Jim Fifield for his work on the roads!** There was discussion on bringing in some rock at some point.
- b. Election of officers – Ely Prince moved to keep the same slate of officers for the year: Jim Fifield President / Ely Prince, Vice President / Evalyn Kahila, Secretary/Treasurer. Evalyn Kahila seconded. Motion carried unanimously.

Ely Prince adjourned the meeting at 4:15 p.m.

**Next Regular Meeting: TUESDAY, MAY 20, 2025, 4:00 p.m. at the office of Cathey Consulting.**

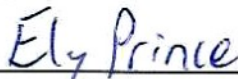
2025 Meetings:

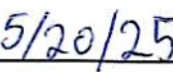
Tues., May 20, 2025, 4:00 p.m. / Tues., June 17, 2025, 4:00 p.m.  
Tues., July 15, 2025, 4:00 p.m. / Tues., Aug. 19, 2025, 4:00 p.m. / Tues., Sep. 16, 2025, 4:00 p.m.  
Tues., Oct. 21, 2025, 4:00 p.m. / Tues., Nov. 18, 2025, 4:00 p.m. / Tues., Dec. 16, 2025, 4:00 p.m.


**MEETINGS: DISTRICT MEETINGS ARE HELD THE THIRD TUESDAY OF THE MONTH AT 4:00 P.M. AT THE OFFICE OF CATHEY CONSULTING (400 S GILLETTE AVE., SUITE 106, GILLETTE – K2 TECHNOLOGIES BUILDING – OFFICE ENTRANCE IS ON 4<sup>TH</sup> STREET ACROSS FROM ARROW PRINTING.)**

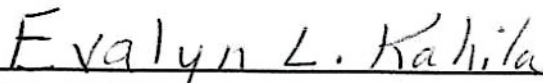
Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

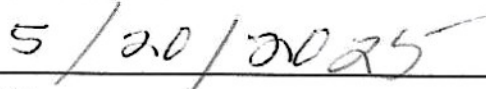
  
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Date

Jim Fifield, President / Ely Prince, Vice President / Evalyn Kahila, Secretary/Treasurer

**Budget - Ward Creek ISD - 7/1/25 - 6/30/26**

Budget Hearing: Tuesday, July 15, 2025, 4:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32) 7/1/23 - 6/30/24	Budget 7/1/24 - 6/30/25	Actual (EST) 7/1/24 - 6/30/25	Budget 7/1/25 - 6/30/26
<b>CASH CARRYOVER</b>	0	30,595	28,375	45,720
<b>Revenue</b>				
Assessments (\$1,200 per lot X 32 + \$600 ea. + 1 additional living unit)	40,397	39,000	39,000	39,000
Assessments - New lots from enlargement done in 2024				2,400
Assessments - Interest	147	100	155	100
Interest Income - Bank	75	100	132	100
Customer Billing	2,400	4,000	2,743	500
Other Revenue	14,535		898	
Grants - County	4,169	5,000	851	5,000
<b>TOTAL REVENUE</b>	<b>61,723</b>	<b>48,200</b>	<b>43,779</b>	<b>47,100</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>61,723</b>	<b>78,795</b>	<b>72,154</b>	<b>92,820</b>
<b>Expenditures</b>				
Administrative	11,028	9,550	6,700	9,850
Operations	20,304	58,486	21,000	72,220
Capital Expenditure / Emergency Repair		10,009		10,000
Indirect		750	750	750
<b>TOTAL EXPENDITURES</b>	<b>31,332</b>	<b>78,795</b>	<b>28,450</b>	<b>92,820</b>
<b>Reserves Balance Start of Year (Budget)</b>				<b>0</b>
Reserves-Amount to be Added				
Reserves-Amount to be spent				
<b>Ending Reserves balance</b>				<b>0</b>
Receivables Start of FY	0		4,437	
Payables Balance Start of FY	0		2,421	
<b>BEGINNING OF FISCAL YEAR BALANCES</b>	<b>6/30/2023</b>	<b>6/30/24 (EST)</b>	<b>6/30/2024</b>	<b>6/30/25 (EST)</b>
GENERAL FUNDS				
RESERVES BALANCES	0	30,595	28,375	45,720
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>0</b>	<b>30,595</b>	<b>28,375</b>	<b>45,720</b>
Receivables Balance End of FY	4,437			
Payables Balance End of FY	2,421			
End of Year Bank Balance	28,375		45,720	
<b>Net per year (Revenue minus Expenses)</b>	<b>30,391</b>	<b>0</b>	<b>43,704</b>	<b>0</b>

Budget Message: The Ward Creek ISD manages the roads and water. A Reserves account will be set up, but the District will budget that reserve deposit also as an expenditure. The system is old (43 years), and there have been a number of emergency repairs lately. At some point, the District will need to look at redrilling the water well or tying into the regional water system.

Board Member Signature \_\_\_\_\_ Board Member Signature \_\_\_\_\_

Directors: Jim Fifield (Pres.) Mar., 2029 / Ely Prince (Vice Pres.) / Evalyn Kahila (Sec./Treas.) Mar., 2027  
 Monthly meetings are generally held on the third Tuesday of the month at 4:00 p.m. at 400 S Gillette Ave., Suite 106, Gillette.  
 Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

	Feet	Miles
Ward Creek		
Doll House St	2,000	0.38
Smokey Ave	1,200	0.23
Bernie Ave	1,035	0.20
Melvin St	2,000	0.38
<b>Total</b>	<b>6,235</b>	<b>1.18</b>

5,280 feet in a mile